

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES ON TUESDAY 9TH
FEBRUARY 2010

Karakia, present, apologies, declaration of interests

Ray Tilling
Alistair Hulbert
Karen Davies
Marilyn Way
Emma Frizzell

Apologies – Laurie Beamish

Kerry Williams – late

DOI - none

Major Projects Updates

Reports – National Standards (MW)

- Reviewed MOE ppt
- Shared salient points
- Clevedon has made a good start – we will only need to streamline systems - look at some of the assessments we use and align our reporting

Reports – Educational Updates (MW)

- Reviewed John Hattie talks – Learning from Mistakes & Getting Beyond the Narrow
- Educators are ‘change agents’
- Need to keep eye on long term horizon – improving quality of teaching and learning – Literacy and Numeracy is just a part of this
- Are we changing the right things in the right ways?
- Maintain Lit/Num standards to enhance or drive learning in wide range of contexts
- These debates will be useful in process of developing next charter

Reports – Teacher Only Day Review (KD)

- Reviewed our practice and PD
- Many patterns emerged in responses
- All the teaching staff are on the same page and heading in the same direction.
- Staff are listened to – small issues addressed straight away – problems solved together
- PD – use of expertise is the most effective, as well as sharing, dialogue and mentoring – agreement on best PD practice and direction
- Networking is the main way forward in shifting best practice for our children as learners – getting beyond our school walls and being exposed to what is out there
- We are all working together to ‘making things happen’

Reports – Strategic Update, Charter, Plan, Goals, Diagram (SM/MW)
(draft Annual Plan 2010 read prior to meeting)

Kerry arrived – 7.45pm

- Visual representation of organizational structure
- Network model with students at the centre
- Reviewed structure

- We are all part of a whole, contributing to the education of our children

Reports - Development Plan, Whole School (MW/SM)

- Reviewed Charter – successful plan to support 3 years work
- Model recognized at MOE level and recommended as model to other schools
- Reviewed PD plan – provider/budget/timeframe/strategic outcomes
- Plan comprehensively meets the needs of all staff, at appropriate levels

Reports - Election Update

- Election organization details signed off by Ray
- Dates circulated – Closing date for nominations 5/3/2010; votes close 19/3/2010
- Election Officer training organized
- Invite nominees to informal or a BOT meeting
- New members – there will be online training provided
- Keep up reminders in gazette
- Meeting 23/2 at 5pm S@tcen – invite potential nominees - this meeting is all about educational direction and vision of school (informal session 6.30-7.00)
- All parents will receive nomination forms in post

Follow-up Communication Query (RT/MW)

- Advice sought from Ron Mulligan (MOE) re communication procedure
- All communication via Chair who informs BOT
- Chair acts under direction of BOT – BOT approval must be sought for actions
- All concerns addressed at lowest level possible
- No surprises at BOT table – Principal must be advised prior to meeting
- Chair must sight all communications prior to being presented
- Emails must be resent as attached, signed letter to Chair
- Letters must be reviewed by Chair, not considered by individual BOT members
- IC discussions stay within BOT – Bound by confidentiality protocols
- Advice from STA must be sought by Chair or member of BOT **delegated** to seek advice

Reports - Key Building Project Update (RT)

- R1 recited, 3-4 weeks to complete, ready for use T2
- Hall extension complete, \$7000 left to cover internal stage completion – 3 quotes to be sought
- Server replacement complete, under testing
- Possible pool problem – meeting arranged with Jonkers
- Admin block to be considered
- Property Plan drafted – to be approved at next BOT meeting
- Pool solar system needs upgrading may be partially funded in Property Plan

BOT Committees

- CSS Minutes – new ambassadors being sought
- Thanks to staff and others who helped at Wine and Food Festival
- Review whether we do it next year –good PR but lots of work
- Need help at Maraetai Fishing 19/20 March
- New members being sought
- Frances Crimmins resigned, but will still help

Minutes approved Tilling/Frizzell/AIF

Monitoring

- Finances – Not this meeting

In-Committee

Administration

- **Personnel update**
- Scale A vacant, Relievers in place
- Proposals outlined
- Option providing most stability is preferable, if personnel available
- **Policies –**
- **Approval – Complaints, Staff Appointments, Student Behaviour**
- Amendment made in Complaints Policy

Approved Tilling/Hulbert/AIF

Tabled - Delegations

- **Minutes of the previous meeting confirmation – December 09**
 - BOT to ask J Duncan to proceed with uniform supplier – liaise with Jules France/Joanne McClean
 - A Hulbert arrived BEFORE seconding motion
 - Put in final % donations –update for end of year

Minutes approved Tilling/Williams/AIF

- **Correspondence & General Items**
- Letter to go out with invoices outlining use and need – Alastair to circulate draft to BOT ASAP, then forward to Office
- BOT newsletter – include in work plan for new BOT
- Correspondence re beginning of year class placements – management, Marilyn to respond
- Clarify beginning of year process through end of year gazette

Principal PD

- NZ Principal Conference lacks provision for our school direction
- London/Norway Conference/visits/networking provides more strategic opportunities and will enhance our place at the cutting edge
- MW contributing personal funds to assist school/professional development
- Sustained Success Associates generously sponsoring some costs
- Principal PD budget has been reduced this year
- Reservations need to be made
- Other professional supervision and development options are included in the Development Plan

Recommendation:

BOT supports budget of \$5000, 3 options provided are realistic

Recommendation

Approve Principal PD budget of \$5000, as per development plan – details to follow

Hulbert/Tilling/AIF

Meeting Close 10.25pm

Signed _____

Dated _____